CWCS Preview/Lock and Submit Checklists

Coursework Completion data are used for public reporting and accountability purposes as required by state and federal law, and CWCS Progress and Summary Reports were designed with these requirements in mind.

Districts are expected to preview draft versions of these reports prior to locking and submitting their data. If data are inaccurate or incomplete, then districts can edit their data on-line and/or upload a new file. Locking initiates the validation process. If locking is successful, omit data submitted as of the locking date will be considered final.

Cautions:

- It is not possible to detect all incorrect data during the validation process so users need to manually review data. CWCS Progress and Summary Reports are provided for various review purposes.
- CWCS Progress and Summary Reports are based on data submitted as of the date of the most recent school/district validation.

Before Your District/School Begins

1. Have Individual Section, Course and Teacher or Student Completion Records for your school or district been validated since the most recent data were submitted? If not, then see the Validate/Edit Checklist. Validation is important so that CWCS Progress and Summary Reports can be based on the most current data available and to ensure the Lock and Submit process is successful.

Progress and Summary Reports - Preview Checklist

1. Preview the School Course Enrollment Report. You should reconcile the school course enrollment records based on the courses offered, students enrolled in those courses by grade level for that collection type, district, school, year, and reporting term(s).
2. Preview the Teacher Workload Report. You should also reconcile the teacher workload based on the section/course assignment by collection type, district, school, year, and reporting term(s).
3. Preview the Section Review Report. Confirm the number of section assignments and number of students in those sections and number of teachers teaching that section by collection type, district, school, year, course title, and reporting term(s).
4. Preview the other available Progress and Summary reports. As development of CWCS expands additional Progress and Summary reports will be added.
5. Click on "Download Report" link near the bottom of each report page to download a CSV version of progress/summary reports (optional).
6. If data are incomplete or inaccurate, then correct the section, course and teacher or the student completion data in your local system, re-extract your data, re-upload your data file(s), rerun the validation process, and repeat steps 1-5. Refer to the Validate/Edit Checklist for more information.
7. If data are complete and accurate, then proceed to Lock and Submit.

Lock and Submit Checklist

1. To Lock an individual school (district or school All Functions role) and Submit section, course and teacher or the student and completion data to the district, click the 'Lock' icon found in the school row on the Main Menu – Summary of Schools.
2. To Lock an entire district (district All Functions role) and Submit section, course and teacher and the student and completion data to the DPI, click the District 'Lock' icon found above the schools table on the Main Menu - Summary of Schools.
3. Check Lock and Submit Process Status (optional). Note that a 'School Lock' or 'District Lock' entry does not appear until the process is complete. (Main Menu - Process Status).
4. If Lock and Submit fails, or errors, and unacknowledged warnings are found refer to the Validate/Edit Checklist for next steps. If the Lock and Submit for entire district completes successfully, section/course/teacher and student/completion data will be locked, a green message showing district lock status will display on the Main Menu and modification will not be allowed. *No messages are shown for individual school locks.
5. If Lock and Submit succeeds, but data are later found to be incomplete or inaccurate, and if district data are not locked, a district All Functions user may click on the 'Unlock' icon for the appropriate school so new data may be submitted. During the collection period, the DPI may unlock a district upon request. (Main Menu - Summary of Schools).